



**HOUSATONIC COMMUNITY COLLEGE**  
JOB OPPORTUNITY  
**OFFICE ASSISTANT (ADMISSIONS OFFICE)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list  
**Location:** Bridgeport, CT  
**Job Posting No:** 48728  
**Hours:** 40 hours per week. Monday - Friday, 8:30 am - 5:00 pm, with 1/2 hour lunch.  
May require evenings and weekends  
**Salary Group/Range:** CL 13/\$38,552\* - \$50,582 (**\*NEW State Employees**). Excellent fringe benefit package.  
**Closing Date:** **February 13, 2014; Applications must be received by this date.**

**NOTE:** Candidates must have applied for and passed the **Office Assistant** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**MINIMUM QUALIFICATIONS REQUIRED:**

- Interpersonal skills conducive to working with a team to provide courteous service to students, prospective students, college staff and the general public, including proper telephone etiquette.
- Experience utilizing a computer to process and extract data.
- Ability to exercise discretion and follow through on tasks and the ability to work in a fast paced work environment are necessary to succeed in this position.
- Experience in SCT Banner preferred.

**EXAMPLES OF DUTIES:**

- Prepare, verify, coordinate and process a variety of documents
- Data entry of applications (new, readmits, and reactivations) and recruit prospects
- Data extractions and imports for reporting purposes
- Utilize MS Word, Excel, Access and other software to perform duties
- Compose correspondence, prepare various reports, and admissions packets
- Scan and upload transcripts
- Related duties as required

**APPLICATION INSTRUCTIONS:** Interested and qualified candidates who meet the above requirements should submit a **cover letter, resume and the required \*CT-HR-12 CT State Employees Application \*\*** available online at [http://www.das.state.ct.us/HR/Forms/CT-HR-12\\_Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf) to:

**Mail:** Human Resources Department  
Office Assistant Search  
Housatonic Community College  
900 Lafayette Boulevard  
Bridgeport, CT 06604, or  
**E-mail:** ho-humanresources@hcc.commnet.edu

**\* SUBMISSIONS WITHOUT THE REQUIRED APPLICATION (OR WITH INCORRECT APPLICATION) WILL NOT BE ACCEPTED.**  
**\*\*CT- HR- 12 application must be completed in its entirety; references to resume are not acceptable.**

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.